

## Council of Federal Executive Secretariats 2012 Meeting Schedule

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| Meeting Date | Host                   | Contact         | Best Practice Topic and Presenter                                       |
|--------------|------------------------|-----------------|---|
| January 10   | GSA                    | Eleni Martin    | Transfer letters – group discussion                                     |
| February 7   | Red Cross              | Mike Robbins    | Plain Writing   |
| March 6      | USAID                  | Christine Brown |   |
| April 3      |                        |                 |   |
| May 1        |                        |                 |   |
| June 5       |                        |                 |   |
| July         | <b>Summer Luncheon</b> |                 |   |
| August       | <b>No Meeting</b>      |                 |   |
| September 11 |                        |                 |   |
| October 2    |                        |                 |   |
| November 8   |                        |                 |   |
| December     | White House            |                 | Business meeting and tour<br>(participation based on yearly attendance) |